

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
January 5, 2005
Aeronautics Building
Lansing, Michigan

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

Present

Carmine Palombo, Chairman
Thomas Wieczorek, Vice Chairman
Eric Swanson, Member
Susan Mortel, Member
Steve Warren, Member
Frank Kelley, Commission Advisor

David Bee, Member
Jerry Richards, Member
Bill McEntee, Member
Kirk Steudle, Member
Robert Slattery, Member

Absent

Howard Heidemann, Member

Staff Present

Rick Lilly, Bureau of Transportation Planning
Ron Vibbert, Bureau of Transportation Planning
Stacey Schafer, Bureau of Transportation Planning
Rob Surber, Center for Geographic Information

Call to Order

Chairman Palombo called the meeting to order at 1:12pm.

Approval of the January 5, 2005 Council Minutes: (Title amended to read November 10, 2004)

Rick Lilly presented the [November 10, 2004 Council Minutes](#) for approval. **Mr. McEntee moved for the approval of the minutes as submitted; supported by Mr. Warren. The minutes were unanimously approved.**

Correspondence and Announcements

The 2005 Transportation Commission Meeting schedule was handed out to the Council, as well as the Transportation Asset Management Council 2004 Highlights. An update on the Work Program will be discussed later on in the meeting.

Agency Reports/Transportation Summit Report

Mr. Steudle thanked the Council Members for attending the Summit and reported that there were just over 300 people that attended. The Action Team likes what the Council is doing. After they heard Mr. Palombo's presentation, they decided they should focus on areas other than pavement and bridges.

Committee Reports

1. Administrative Committee

Mr. Wieczorek gave the report of the Committee. He indicated that Mr. Lilly reported that the Council's year end expenditures for FY 2004 were \$1,008,758. The Committee discussed the different opportunities that are to come in this year's budget such as traffic studies, pilot projects, server, contracts for software, and data collection. The Committee also discussed the possibility of holding the Transportation Asset Management Meetings at a different location other than the Aeronautics Building. The places that were mentioned were Kalamazoo, Port Huron, and Ionia. No decision was made on this. The re-write of the NHI training course is in development. Additional training courses were also discussed and put on hold.

2. Data Management Committee

Mr. McEntee reported on the activities of the Data Management Committee. The Committee discussed the internet reporting project. They are working with Mr. Surber and others at CGI. Activities are moving forward. The Data Committee is looking to have something that they can test in February. One of the goals of the Committee is to reuse as much of the current technology as possible. There have been some encouraging tests that have been performed. The Committee hopes to know more about the project in February.

Pilot Projects: To help the Council develop some rules and a business model for doing the data collection effort on the local road system it was decided to encourage local agencies to submit pilot projects. A number of them have been received over the last couple of months. They include Alcona, Calhoun, Clawson, CUPPAD 1, CUPPAD 2, Genesee County, Oakland County, Region 4, Region 5, St. Clair County, and Washtenaw County. The consensus of the committee was to approve all of them with the exceptions of Clawson, St. Clair, and Washtenaw County, but return them with some comments as to why we did not approve them at this time. In addition the committee agreed that they would only fund the pilots studies in the first year only, no equipment would be provided or paid for using these monies. The Committee is also requesting that the communities follow a more standardized reporting requirements, some of communities were fairly light on what they were going to do as far as reporting how they were going to report

back to the Council. With the conditions added, the Committee has approved 8 pilot studies. These studies would collect pavement ratings, and use different groupings of individuals (teams and areas). A detailed report was given by Mr. Lilly on each of the pilot studies. The Committee has asked Mr. Lilly to take each of the studies and relate them back to a specific work item from the Council's work program. He will distribute this to the whole Council upon completion. A letter needs to be sent out to all of the agencies, whether they were approved or not. Mr. Palombo will have to sign these letters.

2005 definitions for reporting categories were discussed and they need the Council's approval. There are still some detailed work activities that could be moved from one category to another, but it pretty closely represents were the Committee feels the different activities fall, either because of the type of work or because the Legislature has said that's where they belong. The request is that Council approves the Reporting Categories for 2005 so we can move forward. **Mr. Slattery moved for approval and Mr. Wieczorek supported. Motion was carried.**

3. Strategic Analysis Committee

Mr. Warren gave the Committee report. The Committee reviewed the conclusions of the vendor demonstrations that took place in November and decided they would proceed with the development of a request for proposal. Part of this proposal will define what it is the committee is recommending that we mean by strategic plan. This is a primary responsibility of the Council's and the act that we operate under. The goal is to explain what we mean.

RFP will define what the expectations of the model are with regard to the development of the strategic plan. The RFP will also define what the technical requirements are that we are searching for and will be required in searching for these models. The technical requirements would include the interaction of some of the other reporting requirements that we have (web-based reporting, RoadSoft). This discussion was similar to that of the Data Management Committee because they are so closely linked. In the RFP we will recognize that this is the data that we have now, which is somewhat limited, but these models need to have the capability of handling more data than we have now. It was the concern of the Council that whatever we provide had to have the ability to be able to add things on to the model, as additional components/data sets need to be added on as they become available. The committee has decided to proceed with the RFP, recognizing some of these issues, the goal is to have something to the Council by the February meeting. There is going to be a staff meeting on this on 1-06-2005.

Quarterly Report

Mr. Lilly presented the Quarterly Report. The two key things are the 2004 highlights and the progress report on the work plan. The Council has done a great job this past year on moving things ahead with the work plan. Mr. Palombo will be reporting the 2004 highlights to the Transportation Commission and a copy of the PowerPoint will be sent out to each of the Council members.

In the work plan categories the Council is on track with everything besides identifying investment analysis and procedures to determine the investments of the three year improvements. We are not stopping with these items, just that we are behind schedule. When we get the internet reporting system set up then things will start to fall into place.

Update on the Data Collection Process

Ron Vibbert provided an update on the data collection process. All the data has been collected, but it has not yet been combined because of some technical difficulties and staffing issues. Some preliminary results should be available for the Council's viewing in February. We have found about seven counties that need to have their data sent back and re-extracted because they did not do it properly so we can't work with them. In either February or March the data collection information will be available for the Transportation Commission, there will be a comparison between this year and last year information.

Update on Internet-Based Reporting Process

This item was discussed in the Data Management Committee report to the Council

Approval of Work Program with Cambridge Systematic

At the November meeting Mr. Steudle made a motion that we should proceed with doing a best source contract with Cambridge Systematics to rewrite the NHI Guide and Training Course on Asset Management so that it would be specifically applicable to Michigan and our local road agencies. We set the cost at not to exceed \$200,000. The best source request was approved by Leon Hank. The Council had concerns regarding who the participants are; their backgrounds; and what their involvement is going to be in the process itself, so that we can better understand why certain people have a certain number of hours and what their actual activities are going to be for those hours. There are several areas where the Council feels that if we are going to be spending so much money we should be getting other things for it. Lou Lambert addressed the Council's questions on behalf of Cambridge Systematics. The schedule for completing this will probably be pushed back a month due to reviews by Commission Audits, Ad-Board, etc. This may go into the next fiscal year. **Mr. Wieczorek made a motion to approve the draft work plan and authorize staff and committee to work**

on the final negotiating contract. Supported by Mr. Slattery, the motion was carried. Ms. Mortel abstained from voting on this matter.

Presentation on Data Collection/Traffic

David Schade gave a presentation to the Council on what is required to collect traffic data.

Presentation on Midwest Regional University Transportation Center

Ernie Wittwer and Jason Bittner, from the Midwest Regional University Transportation Center, gave a presentation to the Council. This presentation complied with parts of the work plan and informed the Council on what the Center does and how the Center might be able to work with the Council.

Public Comment

Kirk Steudle informed the Council that the MDOT Centennial is coming up. It will be celebrated throughout the year.

Adjournment

Mr. Palombo asked for a motion to adjourn. **Mr. Slattery moved for adjournment and Mr. Wieczorek supported. Motioned carried.**

The meeting was adjourned at 3:55pm.

Commission Advisor